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IN REPLY REFER TO
OPNAVINST 2061.2
OP-09B3
08 MAY 1986

OPNAV INSTRUCTION 2061.2

From: Chief of Naval Operations

Subj: TELECOMMUNICATIONS SERVICES IN THE NATIONAL CAPITAL
REGION (NCR)

Encl: (1) DOD Directive 5335.1 of 13 Jan 1986

1. Purpose. To implement the policy and guidance contained in enclosure (1). This directive updates policies, procedures, and responsibilities governing administrative telecommunications service support in the NCR.

2. Applicability. This directive is applicable to all Department of Defense commands/activities within the National Capital Region.

3. Discussion. Enclosure (1) updates Department of Defense policy, procedures, and responsibilities governing administrative telecommunications services support within the NCR.

4. Action. Addressees are requested to disseminate this directive to all subordinate commands/activities within the NCR.

LARRY G. VOGT

Assistant Vice Chief of Naval Operations

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OPNAVINST 2061.2
08 MAY 1966

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Department of Defense INSTRUCTION

OPNAVINST 2061.2
0 8 MAY 1986

January 13, 1986
NUMBER 5335.1

ASD(C)

SUBJECT: Telecommunications Services in the National Capital Region

- References:**
- (a) DoD Instruction 5335.1, "Telephone Station Equipment, Use and Services in the National Capital Region," May 14, 1971 (hereby canceled)
 - (b) DoD Directive 4640.7, "DoD Telecommunications System in the National Capital Region," December 19, 1984
 - (c) Office of Personnel Management Regulation, "Use of Government Property," October 1, 1985, 5 CFR Part 1001, Section 735-209

A. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) and, with reference (b), updates policies, procedures, and responsibilities governing administrative telecommunications service support in the National Capital Region (NCR). It provides equipment and usage guidelines designed to effect economies and provide telecommunications service to all users within the NCR (enclosure 1) and a guide to DoD telephone directory listings (enclosure 2).

B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), and the Defense Agencies (hereafter referred to collectively as "DoD Components") that are located within the NCR.

C. DEFINITIONS

1. National Capital Region (NCR). Includes the District of Columbia; Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all the cities and towns included within the boundaries of the foregoing counties.

2. Telecommunications Services. As addressed in this Instruction, refers to all leased and purchased communications facilities and equipment, such as stationary and mobile telephones, pagers, dialers, intercoms, routine dial access AUTOVON, teleconferencing (voice and video) equipment, data communications equipment (such as channels, modems, telephone data sets, digital service units, etc.), data transmission facilities and networks, and switched and nonswitched services.

D. POLICY

It is DoD policy to provide within the NCR centralized administrative telecommunications support, thus eliminating the necessity for each DoD Component to establish, operate, and maintain duplicative facilities.

Enclosure (1)

Acquisition of telecommunications services or support by means other than delineated in DoD Directive 4640.7 (reference (b)) and this Instruction or officially documented exceptions thereto is prohibited.

E. RESPONSIBILITIES

1. The Secretary of the Army, or designee, shall be responsible for the overall operation of the Defense Telecommunications Service-Washington (DTS-W).

2. The Director, Defense Telecommunications Service-Washington, under direction of the Administrative Assistant to the Secretary of the Army through the coordinator for Headquarters Services-Washington, shall:

a. Plan, direct, coordinate, and control DTS-W functions within the scope of DoD policies.

b. Review all requisitions for administrative telecommunications facilities, equipment, and services or changes thereto for compliance with this Instruction.

c. Develop and maintain equitable formulas upon which to base assessment of costs to subscribing DoD Components (hereafter called "subscribers") for use of telecommunications services.

d. Maintain current equipment and service records and reports for review by subscribers upon request.

3. Heads of DoD Components shall:

a. Designate and forward to the Director, DTS-W, the name, office address, and phone number of the DoD Component official responsible for budgetary and fiscal matters. The officials so designated shall:

(1) Monitor monthly telecommunications expenditures.

(2) Submit an OSA Form 20, "Reservation of Funds for Telecommunications Services," in quadruplicate each quarter. DTS-W provides this form as needed.

b. Designate and forward to the Director, DTS-W, the name, office address, and phone number of officials designated to act as telecommunications control officers.

4. The Telecommunications Control Officers (TCOs) shall:

a. Review DoD Components' requests for telecommunications equipment and service and ensure compliance with the guidelines set forth in this Instruction.

b. When requests for telecommunications support or service exceed established guidelines, ensure that appropriate written justification accompanies them.

c. Review internal requirements quarterly to determine actual need, taking into account the potential impact of pending reorganizations, relocations, and potential manpower changes.

d. Review outstanding requests regularly to ensure that actions have been completed as ordered.

e. Serve as his or her DoD Component's sole point of contact with DTS-W and DTS-W service vendors for requisition of equipment and services.

f. Receive call detail printouts of all DoD Component long-distance calls, verify that all long-distance calls were for official Government business, identify any unofficial calls and the person or persons responsible, collect the costs of these calls from those responsible, and initiate disciplinary action for repeat offenders.

F. PROCEDURES

1. When requests for telecommunications equipment and services deviate from the provisions of this Instruction, specific written justification for the desired variance shall accompany the requisition. Requests shall be investigated and approved or disapproved by the Director, DTS-W.

2. Ordering Service and Equipment. DTS-W vendors shall use DD Form 410, "Requisition for Telephone Service" to fill telecommunications services and equipment orders placed by TCOs for the DoD Components in the NCR. Vendors shall submit completed forms to the Director, DTS-W, for approval. TCOs will receive information copies of DD Form 410. Only after approval may work be started.

3. Essential Service

a. Official Service. DoD Components with key personnel whose assignments during a national disaster or emergency require uninterrupted service shall submit their requirements in writing to the Director, DTS-W. The request shall include the name, position title, and telephone number of such key personnel.

b. Residential Telephone Service for Use During National Emergencies. DoD Components with personnel who meet the requirements outlined in paragraph F.3.a., above, and whose official responsibilities are determined by the head of the DoD Component concerned, or designee, to be such that residential telephone service during a national emergency is required, shall submit such requirements in writing, indicating the official's name, position, title, residence address, and home telephone number.

3. Telephone Directory Listings. Requests for listings in the alphabetical section (white pages) of DoD 4640.7-D, DoD Telephone Directory, shall be submitted on DD Form 218, "Department of Defense Telephone Directory Alphabetical Section Change Order." Requests for listings in the Organizational Section (yellow pages) shall be submitted on DD Form 218-1, "Telephone Directory Organization Section Change Order." Changes to telephone directory listings shall be submitted as they occur, not on an accumulated basis. (See enclosure 3).

4. Telephone Credit Cards

a. Telephone credit cards may be used in conjunction with official business. Credit cards shall not be used to make calls from the individual's permanent duty station in the NCR.

b. Requests for official telephone credit cards shall be forwarded to the Director, DTS-W, by the TCO and shall contain:

- (1) Justification for their use;
- (2) Titles of the individuals using the cards;
- (3) Telephone numbers to be charged for billing purposes;
- (4) Signatory approval by the head of the requesting activity, or designee.

c. Holders of official telephone credit cards shall be instructed that loss of credit cards be reported to the TCO immediately. The TCO shall notify DTS-W of the lost cards.

d. Care shall be taken to ensure that persons no longer eligible turn in their cards and that the numbers are canceled.

5. Billing and Accounting Procedures

a. DoD Direct-Dial Long-Distance (DDLDD) System. (Non-Autovon calls) Costs shall be billed to each subscriber for actual calls dialed.

b. Commercial Calls

(1) Operator-Assisted Long-Distance Calls. (Dial "0" request operator assistance). Each subscriber to the DTS-W shall be billed for the costs of long-distance commercial calls.

(2) Local Commercial Calls. The cost of calls within the Washington Metropolitan Area shall be billed to each subscriber based on actual calls dialed.

c. Common-User Service and Equipment. Costs shall be billed each subscriber for common equipment and common services based on the percentage of main telephone numbers each subscriber has in relation to the total number of main telephone numbers in the consolidated defense telecommunications system. This percentage then shall be applied to the total cost as billed by vendors.

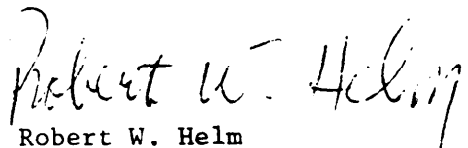
d. DoD 4640.7-D, "DoD Telephone Directory." Costs for the directory shall be billed to each subscriber based on per-copy costs and the number of copies requested by the subscriber. Per-copy costs of the directory shall be determined by dividing the total directory publishing cost by the total number of directories ordered.

e. Data Networks. Recurring costs for Data Networks shall be billed to subscribers based on their usage. One-time costs for initial installation of the network and expansion shall be applicable to all subscribers. One-time, as well as recurring charges, may be applicable to subscribers for network hardware.

f. Personnel Services and Miscellaneous Charges. Personnel service charges include salaries of DTS-W employees. Miscellaneous overhead charges include office equipment, supplies, and administrative support costs. These charges shall be billed to each subscriber on the basis of the percentage of telephone numbers assigned to each subscriber relative to the total number of main telephone numbers in the consolidated system.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Deputy Assistant Secretary of Defense (Administration), Office of the Assistant Secretary of Defense (Comptroller) within 120 days.


Robert W. Helm
Assistant Secretary of Defense
(Comptroller)

Enclosures - 3

1. Guidelines for Telecommunications
Equipment and Usage
2. DoD Telephone Directory Listings
3. Sample DD Forms 218 and 218-1

Enclosure (1)

GUIDELINES FOR TELECOMMUNICATIONS EQUIPMENT AND USAGE

A. STATION EQUIPMENT

The following guidelines shall be applied to requests for service to prevent acquisition of unnecessary equipment and to ensure that overall DoD Component equipment levels, as determined by these guidelines, are not exceeded.

1. The established ratio of lines working in an office telephone arrangement utilizing multi-button telephone instruments (key system) normally shall be no more than one for every three telephone instruments.
2. The ratio of multi-button telephone instruments to personnel normally shall be no more than eight telephone instruments per 10 personnel.
3. Office systems utilizing single-line telephone instruments normally shall require only one telephone instrument and one line per employee.
4. Telephone instruments with more than six buttons shall be authorized for secretaries or receptionists responsible for central answering services, as required.
5. Automatic signaling circuits, speaker phones, answering devices, automatic dialers, and similar equipment items primarily are convenience items, and their use shall be restricted and normally not authorized.
6. Decorator-style telephones, such as princess and trimlines, shall not be approved or installed.
7. Sub-switchboards (i.e., PBX-like systems) are unauthorized unless specifically approved by the Director, DTS-W.

B. STATION USAGE

1. Unofficial Use. All telecommunications equipment and services shall be used only for official business (except in cases of emergency) in accordance with 5 CFR Part 1001, Section 735-209 (reference (c)). Subscribers shall receive monthly information of all calls dialed, both local and long distance. TCOs shall verify that calls made were for official business. When unauthorized use of the system is detected, investigations shall be made to identify the caller involved. Collection and appropriate disciplinary action shall be taken against offenders.

2. Direct Dialed Long-Distance Calls (DDLD). Calls using the DDLD system, except calls placed over AUTOVON, are routed automatically in the most economical means available at the time the call is placed. Long-distance calls shall be kept to a minimum, consistent with effective operations. The DDLD System, a low-cost, long-distance, pooled facility shall be used as first choice instead of commercial long-distance. Each DoD Component shall establish procedures to verify that long-distance calls are for official Government business (see E.4, TCO responsibilities and subsection B.1., above.)

Enclosure (1)

3. Commercial Service for Official Use. Commercial lines from telephone companies or other providers of telecommunications services will not be installed for DoD Components within the NCR without prior approval of the Director, DTS-W.

4. DoD 4640.7-D, "DoD Telephone Directories." DoD Components may order directories as required. However, distribution may not exceed the total number of stations charged to the account. DoD telephone directories are the property of the Federal Government and may not be diverted to personnel for private use. Personal copies may be obtained by purchase from the U.S. Government Printing Office.

5. AUTOVON Access for the DTS-W System, NCR. All DoD Components shall restrict 60 percent of their total telephone number from access to AUTOVON (dial 8) unless functional requirements are such that the 60 percent restriction is impractical. Written justification for exceptions shall be considered by the Director, DTS-W, on a case-by-case basis.

DoD TELEPHONE DIRECTORY LISTINGS

The following guidelines shall be applied to requests for DoD telephone directory listings to ensure that unnecessary detail is not published in DoD 4640.7-D.

A. ALPHABETICAL SECTION (white pages)

1. There will be no grade level restriction on listing personnel of any DoD Component. The official need for the listing and not the employee's grade or rank shall be the determining factor. Only in the most unusual cases will it be necessary to list all employees of a DoD Component. The TCO is responsible for determining the official need before submitting listings.
2. Listings shall consist of the employee's name, DoD Component, room number, building or location, and telephone number.
3. No internal symbols or codes shall be shown.
4. Personnel listings shall be shown on DD Form 218 either as additions or deletions. Changes to existing listings shall be made by deleting pertinent listings and adding desired listings.
5. Titles such as Mr., Mrs., Miss, Ms., and Dr. preceding a name shall be omitted. Adjectival designations such as Jr., Sr., II, and III may be used. Military ranks may be listed but civilian grades may not be shown.
6. Branch of service designation for military personnel such as USA, USN, or USAF may not be shown except in the case of a Navy captain or Navy lieutenant, in which case USN shall be listed.

B. ORGANIZATIONAL SECTION (yellow pages)

1. This section comprises organizational listings for each DoD Component. An alphabetized index for each DoD Component precedes the organizational listing for ease of reference.
2. Heads of DoD Components shall be listed first in the respective parts of this section, followed by their principal organizational elements.
3. Organizational listings down to and including branch level or equivalent identifiable organizational segments will be permitted for each DoD Component listed, such as officially established directorates, divisions, and branches.
4. There may be no miscellaneous listing for an individual DoD Component, such as "Department of the Navy Miscellaneous," etc. Instead, miscellaneous activities that cannot be identified readily as part of a specific DoD Component shall be included in an overall DoD miscellaneous category.
5. Office symbols or codes may be listed parenthetically before the telephone number.

Enclosure (2)

6. Each DoD Component or major element thereof shall provide an information or a locator service number that shall be cited at the beginning of its listing.

7. Only DoD Components or elements thereof located within the NCR shall be listed except when personally approved by the Director, DTS-W. DoD Components in the NCR, which by authorized exception have their own switchboard or telephone directory, and are not a part of the DTS-W system, will not be included in the telephone directory.

8. Offices in the NCR serviced solely by commercial telephone facilities may not be listed in DoD 4640.7-D unless such service and the requested listings are authorized by DTS-W.

Jan 13, 86
5335.1 (Encl 3)

[illegible]

EXAMPLES OF ENTRIES

LAST NAME - FIRST NAME - MIDDLE INITIAL AND MILITARY GRADE	OFFICE <i>(Abbreviated)</i>	ROOM NUMBER	LOCATION <i>(Building)</i>	TELEPHONE NUMBER	AC- TION
Brown, Jane J.	OSA DTS	1A263	Pnt	55213	A
Jones, John S.	OSA DTS	1A275	Pnt	52121	C
Robert, Robt. L., Col.	OSA DTS	1A263	Pnt	55213	D
Smith, Pete F.	OSA DTS	1A263	Pnt	55214	D
Smith, Pete S.	OSA DTS	1A263	Pnt	55214	A
Janson, C. T.	OSA DTS	1A263	Pnt	77777	D
Jansen, C. T.	OSA DTS	1A263	Pnt	77777	A
Brown, Chas., Cdr	OSA DTS	1A264	Pnt	55555	C
Jones, Ida N., Miss.	OSA DTS	1A264	Pnt	55555	D
Wood, Ida N., Mrs.	OSA DTS	1A264	Pnt	55555	A

Jan 13, 86
5335.1 (Encl 3)

DEPARTMENT OF DEFENSE		DATE
TELEPHONE DIRECTORY CLASSIFIED SECTION CHANGE ORDER		
SEE INSTRUCTIONS AND EXAMPLES ON REVERSE		
THRU: (Office coordinator)	TO: Defense Telephone Service - Washington Room 1A 263, The Pentagon Washington, D.C. 20310	FROM: (Office, Official making report, Telephone No.)
IF MORE SPACE IS REQUIRED, ATTACH A SECOND SHEET		ACTION

DD FORM 218-1
1 FEB 66

3-3

Enclosure (3)

Jan 13, 86
5335.1

INSTRUCTIONS

Submit 2 copies of this form thru your office coordinator.

Under "Action" indicate action desired by placing appropriate letter in Action Column as follows.

A - For line being added

C - For a change in present listing (*Underscore any change.*)

D - For a deletion of a line.

Organizational title change, list both old and new title.

No more than five indentations may be used.

Organizational listings must be broken down alphabetically.

When inserting a new Division, Office, Branch, etc., indicate clearly the indentation and proper placement of same.

If there is a complete change in a Division, Office or Branch delete entirely - then type the new listing as it should appear.

EXAMPLES OF ENTRIES

IF MORE SPACE IS REQUIRED, ATTACH A SECOND SHEET

ACTION

Under: Headquarters Service - Washington
Defense Telephone Service

Directory Branch, M. M. Jones, rm 1A263	74228	A
Service Order Branch, Robt Smith, rm <u>1A264</u>	55213	C
Statistics Branch, Robt Smith, rm 1A263	77777	D
Traffic Branch, V. C. Brown, rm 1A264	<u>55214</u>	C

Under: Personnel Division

Personnel Management Branch, rm 1A000	55555	D
Office of the Personnel Manager, rm 1A000	55555	A